

## **UNIVERSITY FOR DEVELOPMENT STUDIES**

### **GENERAL CONDITIONS OF SERVICE FOR SENIOR MEMBERS**

#### **1. Appointment**

A Senior Member's appointment is made by the University Council and is subject to the Statutes of the University. The appointment is full time and any additional occupation or employment outside the scope of the appointment can be accepted only with the prior permission of the Vice-Chancellor acting on behalf of the University Council.

#### **2. Tenure**

Appointments are normally made for a period of six years in the first instance subject to further renewal. But shorter term appointments of two years or more may be offered. Under exceptional circumstances, however, appointment of one year's duration may be offered. A Senior Member may resign his appointment by giving the Vice-Chancellor notice in writing, provided that such notice shall be given not later than the end of December to take effect at the end of the following September.

#### **3. Probationary Service**

A Senior Member who is appointed without any previous appropriate university or other experience shall be required to serve a probationary period of two years.

#### **4. Superannuation**

The University for Development Studies is a member of the Ghana Universities Superannuation Scheme. A Senior Member shall be informed of the details of the Scheme when appointment is offered and shall be required to join the Scheme on assumption of appointment. Any previous comparable superannuation policies held by him shall be assigned to the University which shall maintain them.

5. **HOUSING**

The University may provide accommodation furnished to approved scales, for which a rental to be determined from time to time by the University, will be charged. (Crockery, cutlery, linen, carpets, soft furnishing and similar items are not provided).

6. **Children**

In these conditions of service “child” means a Senior Member’s own issue, his adopted-child, or his ward as defined by the University provided that such a child is not over twenty-one (21) years of age and is receiving full-time education.

iv. **Overseas Leave Passages for Expatriates – Frequency and Cost**

- (a) An expatriate Senior Member will be entitled to overseas return passages every other year for himself, his wife and those of his children (up to a maximum of five children) normally resident in Ghana.
- (b) The respective costs shall not exceed the economy air fare between Accra and London by the direct route or the first class boat fare between Accra and Liverpool, except as provided in paragraph 8 (iv) (d) below.
- (c) During the year in which an expatriate Senior Member is not entitled to an overseas passage, he will be granted one adult return passage for use by his wife to visit their child/children resident overseas. This passage may, however, be converted in Ghana in which case the child/children should stay for not less than two weeks.
- (d) If the cost of a return passage to a Senior Member’s permanent place of residence as agreed by the University, exceeds that stipulated in paragraph 8 (iv) (b), the Senior Member will be entitled to extend one overseas return passage in every four years to his place of domicile at

the expense of the University. Such passages will normally be granted every fourth year of the Senior Member's service.

9. **Baggage Expenses**

A Senior Member who is granted a passage will be entitled to payment of freight for baggage at rates determined from time to time. Baggage shall not be taken to include vehicles. The University does not accept responsibility for the cost of packing, carting and insurance of baggage.

10. **Travel in Africa**

Once every four years, a Senior Member may, on application to the Vice-Chancellor, be paid a grant for travel in Tropical Africa. Such travel should normally take place during the Long Vacation and should normally be outside Ghana. The Senior Member should travel for a distance of at least 300 miles outside of his normal place of residence and for a period of at least 14 days. A Senior Member who receives this allowance but fails to give a minimum service of four years will be required to refund the allowance granted to him in full.

11. **Rates of Allowances**

Various allowances are payable at rates determined by the University from time to time.

12. **Study Leave**

A Senior Member may be granted study leave for an approved course of study in accordance with regulations formulated by the University from time to time. A Senior Member granted such study leave will be required to return to the service of the University for at least one academic year immediately following the end of the study leave. For Senior Members entitled to overseas leave passages, study leave will normally be taken in.

**13. Sabbatical Leave**

A Senior Member may be granted sabbatical leave for one academic year in accordance with regulations formulated by the University from time to time.

A Senior Member granted such sabbatical leave will be required to return to the service of the University for at least two academic years immediately following the end of the sabbatical leave. For Senior Members entitled to overseas leave passage, sabbatical leave will normally be taken in the year in which the Senior Member is entitled to an overseas return passage.

**14. Medical and Dental Attention**

A Senior Member, his wife and children, while resident in Ghana, will receive without charge:

- (i) medical and dental attention, from a University Medical Officer;
- (ii) medical and dental attention obtained on the specific prior written recommendation of a University Medical Officer or of a medical advisor to whom a Senior Member or a member of his family has been directed in advance by a University Medical Officer, provided that;
  - (a) all medical and dental attention shall exclude the provisions of medical or dental appliances and shall exclude subsistence costs in hospital;
  - (b) the cost of any travel necessary in order to receive such attention and to return to the University will be borne by the University subject to the approval of the Chairman of the University Council in each case;
  - (c) the University Council may authorise that a Senior Member be reimbursed the cost of medical or dental attention taken outside the scope of the conditions contained in this paragraph if the University is satisfied that those costs ought properly to be met from its funds;

- (d) in cases of chronic ill-health; financial responsibility in respect of the wife or children of a Senior Member will be determined by the University Council.

**15. Ill-Health Procedure**

The Ill-health procedure of the University is as follows:

- (i) When a Senior Member suffers from an illness which causes his absence from duty for a continuous period of seven days, then at the end of this period he is required, if in residence in the University, to furnish to the Vice-Chancellor a medical report from a University Medical Officer or if not in residence in the University at the time of illness, a report from a registered Medical Practitioner.
- (ii) If the report under paragraph 15 (i) above certifies that the continued absence from duty is necessary, the Senior Member may be dispensed by the University from discharging his duties without loss of salary for periods not exceeding six months altogether. Such periods will be reckoned as continuous from the date of granting the first dispensation.
- (iii) In the event of illness of a Senior Member necessitating further absence from duty beyond any dispensation granted by the University under paragraph 15 (ii) above, the University Council may extend such dispensation on such terms as it shall think fit.
- (iv) During any period of absence from duty on account of illness, a Senior Member is required to provide the Vice-Chancellor a report from a University Medical Officer or other registered Medical Practitioner, at intervals of one month from the date of the first report.
- (v) If a University Medical Board certifies the necessity of treatment outside Ghana for a Senior Member, the University will grant such passages as may be recommended by the Board.

- (vi) During absence from duty on account of ill-health a Senior Member's salary will be liable to deductions for the occupation of his residence (unless he gives up his residence to the University) and for any financial loan or installments thereof due to the University.
- (vii) On the expiry of all dispensations from duty a Senior Member, who has not resumed his duties, will be deemed to have relinquished his appointment on the day following that on which his last dispensation expired.